

2022 Capacity Building Program Due Dililgence Items

Minnesota Housing will require the following due diligence items from selected applicants by the due diligence

- 1. Grant Contract Agreement(s)
- 2. Executed Grant Contract Agreement(s) with subgrantee(s), if applicable
- 3. Final Budget
- 4. Final Work Plan
- 5. Electronic Funds Transfer (EFT) Authorization Form
 - a. If you are a new grantee or if you have a change to your banking information, you must submit an EFT form allowing direct deposit of funds to your organization's financial institution.
 - b. W-9 Form
- **6. Delegated signing authority** the person(s) authorized to execute the Grant Contract Agreement(s). This could be provided via a board resolution, bylaws, or other organizational documents.